

**Position Title**      **Senior Caseload Forecaster**

**Agency**              Caseload Forecast Council

**Location**             Olympia, WA

Type: Full-Time, Permanent

Salary Range: Depending on Qualifications; Open until filled

**Agency Overview**      The Caseload Forecast Council (CFC) was created by the Legislature in 1997 to provide Washington State government with accurate, unbiased, and widely understood caseload forecasts, to analyze key forecast drivers, and to identify the potential risks to the forecasts. In 2011, the CFC acquired duties related to the collection, maintenance, and reporting of adult sentencing and juvenile disposition data. Council employees are led by an Executive Director, who serves at the discretion of a Council composed of four legislative members and two executive branch members appointed by the Governor.

**Responsibilities**      Senior caseload forecasters are responsible for the development, tracking, analysis, and revision of entitlement caseload forecasts. Their responsibilities include maintaining historical caseload data, collaborating with professional and policy staff of other state, legislative, and executive agencies in developing forecast models and assumptions, and presenting forecasts to the Council. Forecasters also work interactively with each other, using their specialized knowledge of forecasting techniques, computer programming, particular information systems, and business processes of various state agencies in order to maximize the professional talents of the entire staff.

Primary responsibilities are listed below:

- Develop, track, and revise caseload forecasts, which involves time series modeling, simulation modeling, incorporation of policy changes into the forecast assumptions, and communication between various stakeholders in the forecast process.
- Facilitate, coordinate, and manage a range of activities related to successfully running technical workgroup meetings involving budget, policy, and forecast analysts from the Legislature, the Office of Financial Management, and related state agencies.
- Monitor and evaluate the validity of administrative data and manage databases used to analyze historical data and to prepare and track forecasts.
- Work in collaboration with other caseload forecasters in strategic planning for forecast model development, tracking, and analysis.
- Present official caseload forecasts to the Council three times a year, explain statistical techniques and assumptions underlying the forecasts in non-technical language, and summarize information explaining forecast variance.
- Provide research support to Council leadership and staff and help to identify opportunities for strategic alliances.
- Uphold the CFC's mission of providing accurate, unbiased, and widely understood consensus-driven forecasts.

**Desirable  
Qualifications**

- PhD in statistics, social sciences, or related field. Master's degree considered with appropriate work experience
- Experience with statistical techniques and research methods
- Knowledge of state social service programs
- Familiarity with the state budget process
- Ability to perform high quality, objective research and data analysis to support policy or budget-related decision-making
- Experience in a self-directed work environment
- Intellectual curiosity and a proactive approach to problem-solving
- Demonstrated excellence in written and oral communications across diverse audiences on a range of complex and technical issues
- Experience in facilitating meetings and collaborating with a wide range of stakeholders
- Demonstrated proficiency using MS Word, Outlook, Excel, PowerPoint, and SAS or a related statistical software
- Experience working with large state administrative databases, such as the Automated Client Eligibility System (ACES) and Provider One

**Employee  
Benefits and  
Salary**

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

Salaries for professional forecast staff are competitive. The specific salary will depend on the candidate's education and experience. Applicants should submit a letter of interest, current resume, and three professional references with current phone numbers. Applicants are encouraged to submit application materials as soon as possible as screening will begin immediately.

Please submit application materials to [Kathleen.turnbow@cfc.wa.gov](mailto:Kathleen.turnbow@cfc.wa.gov) or the following address:

Caseload Forecast Council  
1110 S Capitol Way  
P.O. Box 40962  
Olympia, WA 98504-0962

**Application Deadline: This recruitment is open until filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Therefore, we encourage you to submit your application materials as soon as possible.**

**THIS POSITION IS EXEMPT FROM CIVIL SERVICE.**

*The Caseload Forecast Council is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, veteran status, sexual orientation and gender expression/identity, age, or the presence of any sensory, mental, or physical disability, the use of a trained guide dog or service animal by a person with a disability.*